

Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
Washington

September 20, 1945

OFFICE OF INFORMATION MEMORANDUM NO. 34 (Revised)
(Supercedes OI Memo No. 34, Supplements 1 and 2)

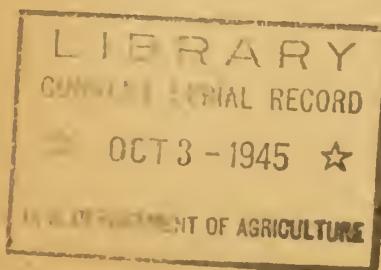
Submission of Requested Printed and Duplicated Materials

The Department is required by the Superintendent of Documents to report monthly on processed material issued by Department offices whether in Washington or in the field. The Department Library finds it necessary to have copies and to catalog processed material for effective service to Department headquarter's and field offices.

To meet these justifiable needs each Department bureau or agency is requested to send, at the close of each month, to the Publications Warehouse, 501 26th Street, N.W., Washington 25, D. C., three copies of all mimeographed, multilithed, or dittoed publications, information materials, press and radio releases, administrative memoranda, regulatory announcements, etc. which have been processed in the field, or in Washington other than materials duplicated in the Photographic and Duplicating Section of the Office of Plant and Operations. One of the three copies should indicate the total number processed.

Bureau representatives from time to time have objected to sending in to Washington copies of every piece processed in field offices. Others have generally conceded that it is less cumbersome to send in copies of every piece duplicated rather than use the time of a relatively responsible employee to cull those pieces which should be sent to satisfy the above requirement.

It is requested that this memorandum be brought to the attention of all field offices affected.



Keith Himebaugh

Keith Himebaugh
Director of Information

